

# You Are Worth it!



## Contents

<b>STRATEGIES TO MANAGE COMPENSATION PITFALLS .....</b>	<b>3</b>
Activity 1: Asking the Difficult Questions (5 minutes).....	3
Activity 2: Salary Negotiation (10 minutes).....	5
Activity 3: Negotiating Salary Role Play (20 minutes).....	7
Activity 4: Communicating Accomplishments Role Play (10 minutes).....	8
<b>Appendix A: Tips for Negotiating Salary .....</b>	<b>9</b>
<b>Appendix B - Salary Comparison and Benchmarking Resources.....</b>	<b>10</b>
<b>Appendix C - Additional Resources.....</b>	<b>11</b>
<b>Appendix D – How to Prepare for Your Performance Appraisal plus Accomplishment Tracker Template .....</b>	<b>12</b>

## STRATEGIES TO MANAGE COMPENSATION PITFALLS

### INDIVIDUAL AWARENESS AND ACTION

#### ***Activity 1: Asking the Difficult Questions (5 minutes)***

**Individual Reflection:** think about factor(s) or situation(s) that you believe could make it difficult for you or someone you know to engage in discussions about pay. **Record one per sticky note to a maximum of three.**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

At your table, compare and group your sticky notes.

In the large group, look at themes from the whole group.

How does this list of factors impact woman's comfort and capability in negotiating salary and in asserting her rights to fair pay practices in the workplace?

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**Activity 2: Salary Negotiation (10 minutes)**

**Individual Reflection:**

**6.1** Consider a time when you had to engage in some form of negotiation.

**Negotiation is defined as:** a discussion intended to produce an agreement. This situation could be a time you needed to engage in discussion with your co-workers, family or friends or perhaps community service/volunteers to help others see a new perspective and/or come to agreement.

Consider what you did that worked. Consider what you would have liked to do differently.

**Situation:**

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**What worked:**

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**What to do differently:**

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**6.2 Review Salary Negotiation Material (Appendix A: Tips for Negotiating Salary and Appendix C: Additional References for Salary Negotiation)**

Upon review of the salary negotiating material, what additional strategies might be useful to you?

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**Activity 3: Negotiating Salary Role Play (20 minutes)**

Choose a partner. You will alternately play the role of an employer making a job offer and an employee responding to the offer. Select a job and a starting offer from the list provided.

Position	Opening Offer
Engineer (new grad)	\$70,000.00
Administrative assistant	\$40,000.00
HR Manager	\$67,000.00
Volunteer Coordinator	\$48,000.00
VP Operations	\$125,000.00

Now, individually, choose two strategies from your own list or from the tips sheet from the last exercise that you would like to use in a role-play. Write down your strategies and any information needed to remember in using this strategy. Divide the time that you have in two, and agree on who will watch the time. When the first person has finished playing the job applicant role, switch roles.

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In the large group, discuss how you felt about this experience.

Was this comfortable/ uncomfortable?

What further preparation might you require to help increase your comfort level?

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**Notes/Comments/Thoughts:**

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**Activity 4: Communicating Accomplishments Role Play (10 minutes)**

Choose a partner.

**Individually (5 minutes)**

1. Identify one of your accomplishments from the domains of work, volunteer, or family.

2. Prepare to describe the accomplishment to your superior at work or during a job interview.

Consider your audience, the context, and what she wants/needs to know. You may wish to consult the supporting material on preparing for a performance review, sections 3 and 4. Remember not to sell yourself short.

**Role Play (2 minutes)**

Play the role of an employee/prospective employee and describe your accomplishment to your boss/hiring manager during a performance review/job interview setting. Switch roles.

**Reflection**

Was describing your accomplishment comfortable?

How did you feel as you described your accomplishment, e.g. confident, proud of the accomplishment.

What further preparation might you require to increase your comfort/confidence level in communicating your accomplishments ?



## Appendix A: Tips for Negotiating Salary

### Tips for Negotiating Salary

#### Do your research

Research the market rate for the job. (On-line Salary Compensation and Benchmarking Resources. See Appendix B)

Ask questions; (See Appendix K - Salary related questions)

What is the salary range for the job?

What are the benefits? (These are often negotiable)

Does the employer try to pay market rate?

How soon can your first review of salary be?

#### Set targets

Set your target/optimum salary.

Aim high.

Know what your bottom line is.

Prepare options that include: benefits, profit sharing, time to next salary review/increase, Flexible work arrangements.

Be prepared to walk away.

#### Don't be the first to give a number

Employers will try to get you to give your salary expectations. Women usually undersell themselves at this point.

#### Be optimistic

Know and believe in your own value.

Prepare arguments for what you are worth. Use research to build confidence & back-up your position.

Remember that the employer has made you an offer. You are their choice. This gives you bargaining power.

Have confidence.

#### Be conscious of your own barriers to negotiating

Do you have difficulty asking for money?

Are you afraid that you will be perceived as greedy?

Practice your negotiating with a friend/coach/colleague.

## Appendix B - Salary Comparison and Benchmarking Resources

[www.monster.com](http://www.monster.com)

[www.jobstar.org](http://www.jobstar.org)

<http://my.monster.ca/Career-Assessment/Dashboard.aspx>

[www.wageproject.org](http://www.wageproject.org)

<http://www.salaryexpert.com/>

## Appendix C - Additional Resources

### 1. Negotiating Salary for Women

**She Negotiates** is a negotiating and training consultancy designed to transform women's' lives. **Good resources** including:

- worksheets for researching your market value and planning for negotiating;
- video tutorials including negotiation fundamentals;
- book recommendations.

<https://she-negotiates.squarespace.com/resources/>

The **Lean In** site provides guidance on negotiating. You don't need to be a recent graduate to find this site useful.

<http://leanin.org/graduates/#tips>

The **Levo League** focuses on career advice for the first decade of a woman's your career. Here is the link to the Ask for More Campaign site.

<http://www.levo.com/ask4more>

*Ask For It*, Linda Babcock and Sara Lesvecher, 2008

### 2. Salary Negotiation Demo Video

"How to Negotiate Salary" with Ramit Sethi

[https://www.youtube.com/watch?v=XY5SeCl\\_8NE](https://www.youtube.com/watch?v=XY5SeCl_8NE)

### 3. Accomplishments and Speaking Up

Tara Mohr, *Playing Big*, 2014

## Appendix D – How to Prepare for Your Performance Appraisal plus Accomplishment Tracker Template

**Note: Some bonus performance appraisal tips, over and above those from Halogen**

**9. Show Some Attitude** -- Managers are only human. They would rather give the biggest raise or bonus to somebody they like. Work should not be a popularity contest, but never underestimate the value of being likeable. Show that you've got a positive attitude and a can-do spirit. For example, if there is an **"October Surprise"** you can deliver, right before your performance review, then by all means, deliver it, *i.e.*, is there a deal you can close or a brilliant idea you can propose at just the right moment?

**10. Get Creative** -- So what happens when you wow your manager with your accomplishments and brilliance, but there's still no budget for the raise or bonus you deserve? Try a little creative negotiation. Are there perks you can ask for that won't cost your company a lot of cash? If your manager loves you but can't show you the money, leverage her guilt and goodwill to ask for telecommuting privileges, flexible hours, or extra vacation days. A fat raise is nice, but a little flexibility could be worth much more in the long run if it helps you improve your work/life balance.

(Quoted from: Skillings, Pamela, "10 Ways To Make Your Performance Review Pay Off -- Even in a Recession,"

<http://www.escapefromcorporate.com/10-recession-perfromance-review-tips/>)